1364 Council Meeting Minutes

August 21, 2008

Prepared by: Micheline Casey, Program Manager for HB-1364, OIT

Meeting Attendees:

Susan Lin	AG
Joan Vecchi	DOR, DMV
James Yuhas	CDLE
Mark Krudwig	DOLA
Marc Mackert	CDHS – ARD
Andrew Putney	CDPHE
Rick Dakin	OCS
Trevor Timmons	SOS
Debi Erpenbeck	CDA
Jane Crisman	DPS
Andy Graziano	HCPF
Guy Mellor	CDOT
Rose Ramirez	DPS
Samir Nanavati	Judicial
Stacey Kirk	Judicial
Bob O'Doherty	CDPHE
Mike Shea	SOS
Rob Lloyd	DNR
Brian Van Sickle	DORA
Susan Lesovsky	DNR
Beth Martin	HCPF
Dave Gestner	CDLE
Dan Domagala	CDE
Jim Broyles	DHE
Ryan Allred	DHE
Marty Fry	CDA
Bob Roper	Judicial
Lisa Bradley	DOLA
Mike Armbruster	CDOT
John Conley	OIT
Matt Gianneschi	Office of the Governor
Mike Locatis	OIT
Micheline Casey	OIT
Mike Weber	OIT
Steve Hooper	DOR

I.   **1364 Council Kick-Off Meeting Welcome**

II.   **Opening Remarks**

   a. Mike Locatis, State Chief Information Officer

   b. Matt Gianneschi, Senior Policy Advisor, Office of the Governor

III. **Introductions**

IV.   **Project Overview and Objectives**

   a. Data sharing for more effective policy making and resource allocation

   b. Council mission is to provide guidance, policies, and procedures for implementing a data sharing architecture across the State enterprise that will achieve stated goal and objectives of HB-1364

   c. Data sharing will be accomplished with controls to protect the privacy of citizen data

   d. Council participants – all Executive Branch agencies, Secretary of State, Judicial, and Law

   e. Responsibilities

      i.   Executive Sponsors – Mike Locatis, State CIO; Matt Gianneschi, Office of the Governor

      ii.   Micheline Casey, OIT Program Manager for HB 1364

      iii. Mike Armbruster, CDOT, Lead Data Architect, 1364 Council

V.   **Project Charter and Scope Review**

   a. High level review of project charter

   b. Project scope

      i.   Executive branch agencies mandated

      ii.   Unit records focus

      iii. Baseline as-is for one major application per agency

      iv.   Benchmark work in up to 5 states

      v.   Develop to-be recommendations

VI.   **Project Logistics**

   a. Meetings on the 1st & 3rd Thursdays through December; January and February meetings on the 2nd and 4th Thursdays

   b. Meeting information to be posted on OIT website under Key Initiatives

   c. Subcommittees – Technology, Legal/Compliance, Business

   d. Meetings subject to Sunshine Law provisions

VII. **Data Collection**

   a. Following Federal Enterprise Architecture approach, System Reference Model, Data Reference Model, and National Information Exchange Model

    b. Review of System Reference and Data Reference Models

    c. Baseline templates and examples

    d. Agency data collection process – baseline documents due back to Mike Armbruster by October 30th.

VIII. Action Items

    a. Feedback on project charter due September 4th.

    b. Subcommittee self-selection by September 4th.

IX. September Meeting Logistics

    a. September 4th, CDOT Regional HQ in Golden

X. Meeting Adjournment